

ELECTRONIC DATA PROCESSING AND SOURCE DATA SYSTEM

The world is constantly changing. Using computers has changed the way business is done. Today's Navy operates through the use of modern state-of-the-art weapons and computer systems. New computer technology has had a tremendous impact on the efficiency of operation, and as a PN, you will be able to accomplish more by using a computer keyboard or mouse. Because of this advanced computer technology, jobs that used to take a long time to accomplish can be done rapidly and more easily. In this chapter, you will learn about electronic data processing, different computers, the Source Data System (SDS), and a relatively new computer system allowing fleet personnel access to the Bureau of Naval Personnel, known as *BUPERS ACCESS*. This chapter also discusses the handling of documents by PNs and DKs.

ELECTRONIC DATA PROCESSING

For one person to know all there is about existing automatic data processing (ADP) equipment and systems is impossible; in fact, it is beyond the scope of this chapter. ADP encompasses all operations, from the collection of raw data to the final preparation of meaningful reports. The important thing to remember is that data processing systems, regardless of the size and type, share certain common fundamental concepts and principles.

After you read this chapter, you will have some knowledge concerning different computers and an idea of how the Navy's operations are changing with the use of modern computer technology. This chapter contains a discussion on some computers currently used in the Navy.

CLASSIFICATIONS OF COMPUTERS

Did you know that computers can be classified in many different ways? They can be classified by the purpose for which they were designed (*special-purpose* or *general-purpose*), by the method by which they handle data (*digital* or *analog*), by the amount they cost (from \$50 to \$10 million and up), and even by their physical size (hand held to room size). In this section,

you will learn about the purposes and types of functions performed by special-purpose and general-purpose computers and by analog and digital computers.

Special-Purpose Computers

A special-purpose computer, as the name implies, is designed to perform a specific operation and usually satisfies the needs of a particular type of problem. Such a computer system would be useful in weather predictions, satellite tracking, or oil exploration. While a special-purpose computer may have many of the same features found in a general-purpose computer, its applicability to a particular problem is a function of its design rather than of a stored program. The instructions that control it are built directly into the computer, which makes for a more efficient and effective operation. However, a drawback of this specialization is the computer's lack of versatility. It cannot be used to perform other operations.

General-Purpose Computers

On the other hand, a general-purpose computer is designed to perform a wide variety of operations. It can do this because different programs can be stored in the central processing unit (CPU). In most situations, flexibility makes up for any loss in speed.

Analog Computers

All analog computers are special-purpose computers. They are designed to measure continuous electrical or physical conditions, such as current, voltage, flow, temperature, length, or pressure. Then, they convert these measurements into related mechanical or electrical quantities. The early analog computers were strictly mechanical or electromechanical devices. They did not operate digitally. If digits were involved at all, they were obtained indirectly. Your wrist watch (if nondigital) and your car's speedometer, oil pressure, temperature, and fuel gauges are considered analog computers. The output of an analog computer is often an adjustment to the control of a machine; such as an adjustment to a

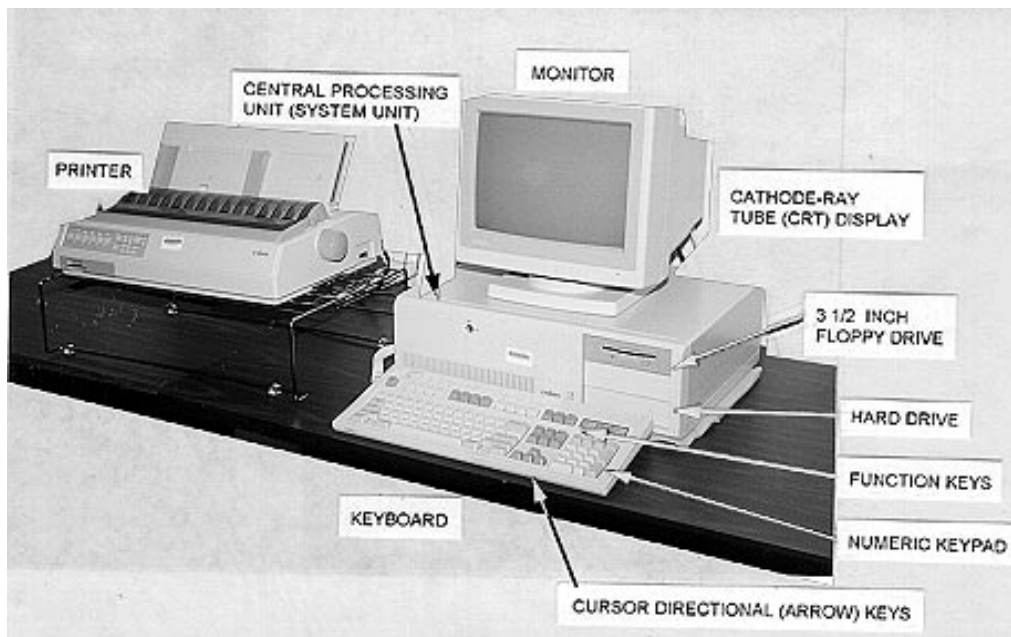


Figure 15-1.-A personal computer system.

valve that controls the flow of steam to a turbine generator or a temperature setting to control the ovens in the ship's galley for baking. Analog computers are also used for controlling processes. To do so, they must convert analog data to digital form, process it, and then convert the digital results back to analog form.

Digital computers can process data more accurately than analog computers, but analog computers can process data faster than digital computers. Some computers combine the functions of both analog and digital computers, and are known as *hybrid computers*.

As a PN, you will probably never work with analog computers since they are not designed for administrative data processing applications.

Digital Computers

Digital computers perform arithmetic and logic functions on separate discrete data, like numbers, or combinations of discrete data, such as name, rate, and division. This makes them different from analog computers, which operate on continuous data, like measuring temperature changes. As a rule, digital computers are used for business and scientific data processing. They may be either special or general-purpose.

WORD PROCESSING SOFTWARE

You can use word processing software for any function that involves text, such as letters, memorandums, forms, and reports. You could be using microcomputers (fig. 15-1) to perform any of these functions.

At a minimum, computers are used for creating, editing, storing, retrieving, and printing text. Under the word processing software control, you generally enter the text on the keyboard and it is displayed on a screen (fig. 15-2). Then the material may be changed (edited), stored on a disk or tape, or printed on a printer.

When you use a computer for a word processing job, you can change material by adding or deleting words, characters, lines, sentences, or paragraphs. You can rearrange text by moving a paragraph or block of information to another place in the same document or

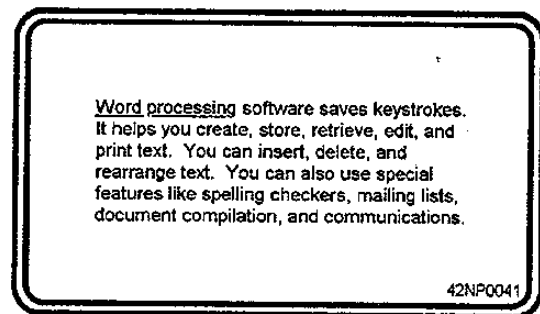


Figure 15-2.-Word Processing example.

even to a different document. Word processing is particularly useful for documents that are repetitive or that require a lot of revisions, such as letters, instructions, and notices. Use of a computer saves time and a lot of rekeying.

Other features and software often available with a word processing software package include spelling checkers, mailing list programs, document compilation programs, and communications programs.

Spelling checker software helps find misspelled words but not a misused real word. This type of software scans the text, matching each word against a dictionary of words. If the word is not found in the dictionary, the system flags the word. You check it. If it is a real word and spelled correctly, you can add it to the dictionary. If it is misspelled, you can correct it. You'll still have to proofread the document to make sure that everything was keyed and that the words are used correctly.

Mailing list programs software lets you maintain name and address files. They often include a capability to individualize letters and reports by inserting names, words, or phrases to personalize them. Generally, word processing software has a merge feature that can be used for creating and maintaining names and addresses.

Document compilation programs are useful when you have standard paragraphs of information that you need to combine in different ways for various purposes. For example, you may be answering inquiries or someone in your office maybe required to put together contracts or proposals. Once you select the standard paragraphs you want, you add variable information. This saves both keying and proofreading time.

Communications software and hardware enable you to transmit and receive text on your microcomputer. Many organizations use this capability for electronic mail. In a matter of minutes you can enter and transmit a memorandum to other commands or to personnel in other locations. You can transmit monthly reports, instructions, notices, or any documents prepared on the microcomputer via a modem.

SOURCE DATA SYSTEM

The following paragraphs contain a discussion of the source data system (SDS). In particular, SDS is defined in terms of its operating concepts, the organization structure that supports SDS, and the organization of the SDS pertaining to event processing, event accounting, security, and events reported.

SOURCE DATA SYSTEM SUPPORT OF FIELD PAY AND PERSONNEL MANAGEMENT

The Pay and Personnel SDS is an automated information system that provides the Pay and Personnel Administrative Support System (PASS), the Geographically Separated Site (GSS) offices ashore, and the personnel and disbursing offices afloat direct assistance in the performance of their missions. Through the combination of data processing and communications facilities, SDS supports field pay and personnel management in three different ways:

1. SDS helps the field prepare and send necessary data to headquarters (BUPERS, Washington, DC, and the Defense Finance and Accounting Service (DFAS) - Cleveland Center, Cleveland, Ohio) in a reduced timeframe with increased accuracy. By sending data that affects individuals and their careers in a reduced timeframe, customer service is substantially increased.

2. SDS provides the field with an opportunity to receive timely feedback from BUPERS and DFAS - Cleveland Center.

3. SDS provides a variety of data storage and retrieval capabilities to support the local information needs of the field offices and their customers.

SDS capabilities have had a tremendous impact on the administrative/personnel/disbursing offices' ability to accomplish their jobs in a number of ways.

- The SDS has improved the working environment at Personnel Support Activity Detachments (PERSUPPDETs) by removing much of the monotony from their jobs.

- SDS enables the operator or user to recall a document on a key video display terminal (KVDT) and correct any incorrect information.

- If you typed optical character recognition (OCR) documents in the recent past, you can remember how frustrating it was to have to retype them over and over when mistakes were made. This does not mean that when you use the SDS computer that mistakes are not made. Sure mistakes are made. Mistakes are made when you input incorrect information. This is, however, a system that allows you to retrieve and correct data much more rapidly.

- A powerful "inquiry" system allows you, the operator to look up information in a local data base

instead of going through time-consuming manual searches to find required data.

- The SDS allows its users to report gains, losses, and other events with a single entry that updates the data base. By reporting events on a single entry, often duplicate reporting is eliminated. For instance, in the past, members reporting for duty to a command would require the completion of both a NAVCOMPT Form 3068 and a diary entry. This reporting can now be done with a single SDS event entry. Master data bases at BUPERS and DFAS - Cleveland Center continually provide updates to the local data bases, so that PNs, DKs, and other users of the system can provide Navy members with accurate reflections of their official records.

SOURCE DATA SYSTEM BENEFITS

The development and implementation of SDS required a major investment of Navy resources. The benefits, however, have continued to be far-reaching. The improved timeliness and accuracy of BUPERS and DFAS - Cleveland Center data affects every Navy member and every naval activity. As a result of SDS, the Navy is able to do the following:

- Calculate pay correctly at DFAS - Cleveland Center, avoiding the need for field override of pay
- Prevent overpayments of separating members
- Improve the distribution of Navy members and manning of Navy activities
- Realize efficiencies in the management of Military Pay Navy (MPN) appropriation
- Improve planning and management of Navy end strength and recruiting goals
- Improve pay and personnel service to every Navy member

Navy men and women, such as yourself, when serving in PASS offices, Naval Reserve activities, or shipboard personnel and disbursing offices are part of a large Navy team dedicated to the improvement of pay and personnel support. SDS is a tool to help you provide this personnel support that your shipmates need.

SOURCE DATA SYSTEM OVERVIEW

Whether located on a ship, in a PASS office, or GSS, users of SDS operate the system through KVDTs and printers located in their work spaces. On a ship, terminals are connected to the Uniform Microcomputer Disbursing System (UMIDS). (**NOTE:** Before UMIDS, they were connected to onboard Shipboard Nontactical Automated Data Processing (SNAP) Phase I and II computers.) As technology advances, a better system for transmitting information from units afloat should be developed.

Terminals in PASS and GSS offices are linked by telemmunications to computers located at regional processing centers, such as naval computer telecommunication stations (NCTSS) and naval data automation facilities (NAVDAFs). Telecommunications also link these regional processing centers to the headquarters pay and personnel systems.

- The pay system, known as the *Navy Joint Uniform Military Pay System (JUMPS)*, is managed by DFAS - Cleveland Center.
- The personnel systems are the responsibility of BUPERS and include Manpower and Personnel Management Information System (MAPMIS) and the Inactive Manpower and Personnel Management Information System (IMAPMIS).

SOURCE DATA SYSTEM OPERATING CONCEPTS

The SDS design recognizes the interdependence of pay and personnel matters and provides a single, integrated system to support both functions. SDS is a standard system that supports both active and Reserve forces, afloat and ashore. To help you understand SDS, some basic concepts are explained in this section.

The Data Base

Information stored on the computer that supports each PERSUPPDET, GSS, or shipboard office is contained in a data base. The automated data base, known as the *Mini-Master*, has a record for each Navy member for which the PERSUPPDET, GSS, or ship is responsible. The data base contains both pay and personnel information and is linked electronically to BUPERS and DFAS - Cleveland Center, permitting the field and headquarters to exchange information rapidly. The data base contains data elements that the field users

can access to prepare input to headquarters or to retrieve information for themselves or their customers.

Pay and Personnel Events

Often, an action involving a Navy member occurs requiring a change to the information stored in the data base. That occurrence is called an *event*. For example, when a Navy member reports to a PERSUPPDET for duty, SDS calls that an *activity gain event*. The SDS software program allows the SDS user to input data to record each event. When the event is inputted, it receives a document control number (DCN). SDS software also determines who needs to know about that event—BUPERS, DFAS - Cleveland Center, or both, and updates the field data base and sends data to headquarters. Data is collected only one time, even if it goes to two different headquarters. Each event is assigned a unique event control number (ECN) when the event is released for processing.

Data Editing

The SDS software program that processes event input data contains many edits to help make sure only valid data is entered. (**NOTE:** In the SDS software program, *edits* refers to information that flags you and tells whether or not certain entries are made correctly.) Data sent from SDS sites to headquarters for update into the master pay and personnel records average less than a 3 percent error rate. If invalid data is entered during event processing, SDS responds with a message to help the user identify the problem. SDS tries to give meaningful messages and be user friendly.

Help Screens

A series of SDS help screens are available to provide the user with important information and valid data entry codes. These help screens are a kind of automated user manual. If a user is not sure about what type of data is required, he or she can easily request help from the system.

Suspense File and Feedback

SDS keeps track of events that have been sent to MAPMIS, IMAPMIS, or JUMPS by creating a suspense file. Data is kept in this file until MAPMIS, IMAPMIS, or JUMPS sends feedback records to tell what happened. This positive tracking capability helps prevent important pay and personnel information from being lost.

Retrieving Information

Users can find what is in the data base by several methods.

1. A record can be displayed on the KVDI.
2. The same screen information also can be printed on one of the companion printers.
3. Many reports are available that can be selected at the terminal and printed on the batch printer.
4. The SDS query capability lets a user search the data base to find, display, and/or print records meeting certain requirements.

Authorized Users

Because the SDS contains data protected by the Privacy Act, only authorized users may retrieve information. Data contained in the SDS maybe viewed or retrieved only for the proper performance of assigned duties. **This data should never be disclosed for other than official use.** Personnel who use data for other than the performance of assigned duties should be reported immediately to the terminal area security officer (TASO) or any other person in authority.

ORGANIZATION STRUCTURE SUPPORTING SOURCE DATA SYSTEM

The PERSUPPDET and GSS are the primary functional organizations that SDS supports. The Personnel Support Activity (PERSUPPACT), as the managerial organization in the field geographical area, is also supported by SDS. Within these field organizations, personnel are selected to perform specific jobs necessary for the operation of SDS. In this section, you are introduced to the personnel who make SDS work.

Terminal Operator

The terminal operator (TO), which will probably be you the PN, is responsible for all event processing and makes sure all required entries are correctly filled. The TO releases the event into the event file and prints a hard copy for the supervisor for auditing and release. Connect event entry reporting and processing are the extent of the TOs responsibility.

Supervisor

The supervisor is responsible for a designated fictional work area of operations, and supervises and assists the TO, whenever required. In the SDS, the supervisor's primary responsibility is the accuracy and release (if authorized) of events from the event file to the central files. The supervisor uses system reports to monitor his or her functional area of operations and to confirm processing of events to BUPERS and DFAS - Cleveland Center. The supervisor resolves problems encountered by the TO and refers ADP problems beyond his or her resolution to the site manager (SM).

Terminal Area Security Officer

The TASO manages the hardware/software security aspects of SDS within the PERSUPPDET/GSS. The TASO establishes local security procedures and controls needed to protect SDS equipment and preserve the privacy of SDS data.

Site Manager

The SM directs and controls SDS operations within the PERSUPPDET/GSS. The SM monitors the operational status of SDS and helps TOs and supervisors use all of the SDS capabilities. The SM serves as the liaison between the supervisor and associate data base administrator (ADBA), who is located at the PERSUPPACT. The SM refers ADP problems that aren't solvable at his/her level to the ADBA.

Associate Data Base Administrator

The ADBA is the SDS ADP manager at the PERSUPPACT and he/she is responsible for all SDS ADP functions within the PERSUPPACT network. The ADBA coordinates operations of SDS with the SMS and the processing center. He/she is the primary field person responsible for data security. The ADBA contacts the user assistance section (UAS) at BUPERS to resolve SDS problems and to recommend improvements in procedures or functional capabilities.

User Assistance Section

A UAS at BUPERS maintains liaison with each ADBA. Major ADP problems are referred to the UAS by the ADBA for resolution by means of trouble reports (TRs) or system change requests (SCRS). The UAS

logs problems, initiates or assigns responsibilities for corrective action, and communicates findings and resolution of problems back to the ADBA. The UAS is also responsible for preparing announcements to users when changes are incorporated into SDS.

As you can see, the personnel who make up the organization structure supporting SDS have their own particular responsibilities. Their combined efforts contribute to the overall mission effectiveness of the SDS.

ORGANIZATION OF THE SOURCE DATA SYSTEM

The SDS is a computer processing network. Terminals located at each PERSUPPDET provide interaction between the operator reporting a pay/personnel event and an on-line computer called a *field host processor* (FHP). The FHPs are geographically located at processing centers (PCs) to distribute workloads and minimize costs. The FHPs support a local data base for personnel assigned at activities serviced by the PERSUPPDET. Various files are maintained by the FHPs. These files can be compared to the information stored in a file cabinet. As you read about the different types of files, refer to figure 15-3.

Mini-master file. This file contains excerpts from the master file at MAPMIS. The MAPMIS master file contains personnel data related to members who are assigned to the activity or to the various unit identification codes (UICs) serviced by a particular PERSUPPDET. For a complete listing of data elements contained in the mini-master file, refer to the *Source Data System Procedures Manual* (SDSPROMAN), volume 1, part II.

Local-master file. This file contains data for local use only and is **not** transmitted to JUMPS/MAPMIS. The local master file includes such information as local addresses and phone numbers.

Event file. This file is used to store data that has been entered into the system but has **not** been released from the PERSUPPDET.

Suspense file. This file is used to track information released from the activity/PERSUPPDET until feedback is received from JUMPS/MAPMIS.

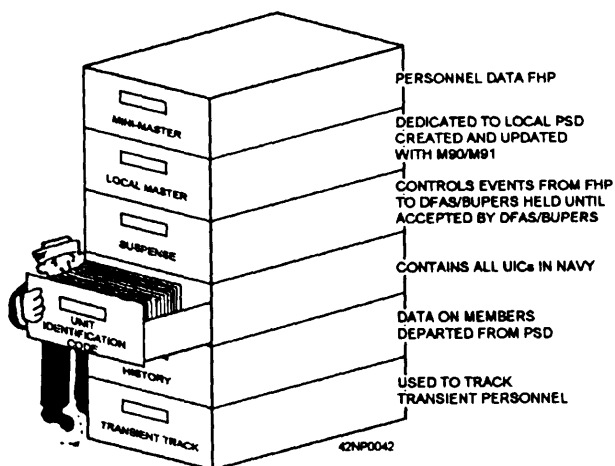


Figure 15-3.—Files contained in the source data system.

The FHPs interface with central host processors (CHPs) located at BUPERS and DFAS - Cleveland Center. CHPs are responsible for providing interim and/or final disposition for all SDS events received. When events are received from the FHP by the CHP, the CHP processes these events according to the type of events—personnel or payroll.

Personnel events. SDS events are created for the purpose of updating a member's record (officer or enlisted). The BUPERS CHP processes the event and passes the data into either the officer or enlisted update cycle. At this time, various edits are performed against the data. If the data is valid, it is applied to the member's record and accepted feedback is provided to the FHP. If discrepancies are found, the data is rejected. No changes are made to the member's master record until analysis and changes (if required) are made at the headquarters level or the event is sent back to the field for resubmission. Feedback is also provided to the FHP for data that fails MAPMIS edits.

Payroll events. DFAS - Cleveland Center CHP processes all payroll events. The events are entered into the event master set to maintain an audit trail and provide for statistical reporting. The events are then entered into the JUMPS update cycle. The output from the updates is then reformatted into feedback records

for the originating PERSUPPDET. Feedback ranges from control information for accepted events to control information and status/error codes for rejected, recycled, or canceled events. Figure 15-4 illustrates the flow of data to and from the PERSUPPDET and BUPERS/DFAS - Cleveland Center.

Event Processing

When an action occurs creating a requirement for an SDS event, it is inputted into the system by accessing a KVDT. Following input, the event remains in the local system until it is released by an authorized individual. After release, the data is forwarded, via telecommunications, to MAPMIS or JUMPS, or both, depending on the event. If all data is accurate, it is applied to the master files, and feedback is provided to the originator of the system or where the document was prepared. For each event entered into the system, a hard copy (referred to as the *substantiating document*) is printed for review and signature by the supervisor. Depending on the event, a copy may be filed in the member's service record or personal financial record (PFR). Look at figure 15-5. Here you see two petty officers using the SDS at a PERSUPPDET.

Event Accounting

Each event entered into the system is immediately identified by a unique sequence of numbers called a *document control number* (DCN). A DCN is then applied to every single document in order to trace them from origin to release. Events released are assigned ECNs to track events until they are applied to the master record on MAPMIS or JUMPS.

Security

A critical element of the computerization of any pay or personnel data base is security. The integrity of the data must not be compromised. For that reason, only selected personnel are authorized the passwords required to access the system. Additionally, there are many levels of access for "read only" through manipulation of entire data bases.

Whenever tasks are completed, users are required to "log off" the system. **Logging off is important!** If the user leaves the computer terminal unattended without logging off, another person can make unauthorized entries. If this occurs, the person who initially was using the system is responsible for the unauthorized entries made. To make the system harder for an unauthorized person to enter, the SDS has a

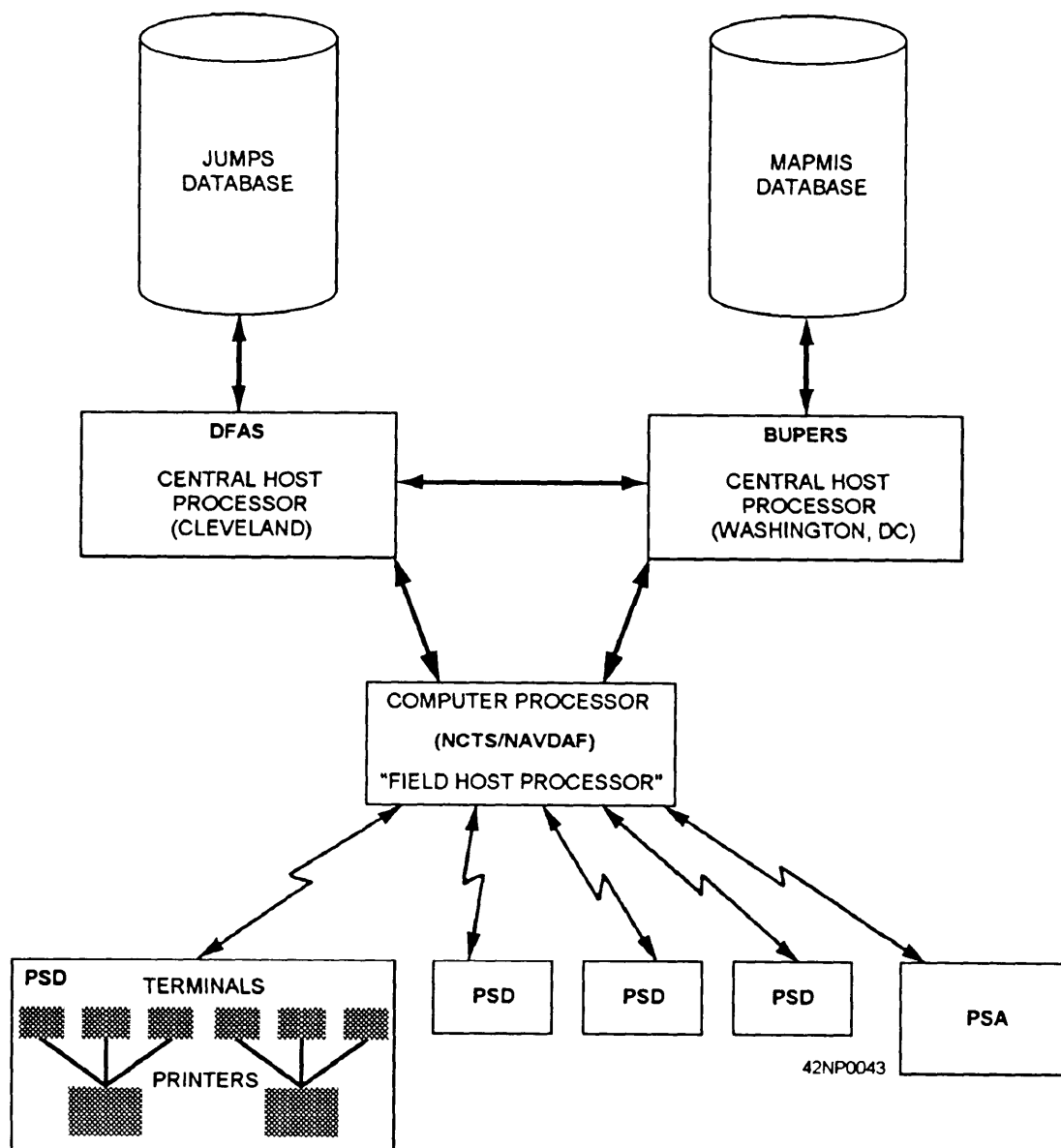


Figure 15-4.—Example of SDS network data flow.

program that automatically logs off if the user is away from the terminal for 15 minutes. **The user should always log off when done using the system.**

Events Reported

Pay and personnel transactions entered into the SDS are broken down by SDS event codes, depending on the specific transaction. It is important to note that NAVPERS and NAVCOMPT form numbers and names have not changed, only the method by which they are prepared. Before they were prepared using OCR documents; now, they are being prepared as SDS events on a microcomputer. Instructions for completing SDS

documents is contained in the *Source Data System Procedures Manual (SDSPROMAN)*, volumes 1 and 2.

The following forms are now prepared using the SDS.

- Immediate Reenlistment Contract, NAVPERS 1070/601
- Dependency Application and Record of Emergency Data, NAVPERS 1070/602
- Record of Unauthorized Absence, NAVPERS 1070/606
- Court Memorandum, NAVPERS 1070/607



Figure 15-5.—Personnelmen using the source data system at a PERSUPPDET.

- Agreement to Extend Enlistment, NAVPERS 1070/621
- Assignment to and Extension of Active Duty, NAVPERS 1070/622
- Family Separation Allowance, NAVCOMPT 3057/3058
- Military Pay Order, NAVCOMPT 3060/3061
- Orders for Hazardous or Special Duty, NAVCOMPT 3062
- Overseas Station Allowance, NAVCOMPT 3063
- Basic Allowance for Subsistence, NAVCOMPT 3064
- Uniform Allowance Claim, NAVCOMPT 3066
- Detaching Endorsement, NAVCOMPT 3067
- Reporting Endorsement, NAVCOMPT 3068

Remember, each event reported via the SDS has a separate event code. In some cases, a single form may be used to report multiple events and also report a variety of event codes. For example, there are two separate transaction codes that start FSA Ship and FSA Temporary (Tmpty). They are event **FS2** for Ship, and event **FS3** for Tmpty.

In addition to a specific event code, the NAVCOMPT Forms 3060 and 3061 also contain a *reason for changes code*. For example, the event code for SDS transactions on the 3060 or 3061 is **MPO**. Each action taken also has a *reason for change code*. For example, when commuted rations are started, the event code would be **MPO** and the reason for change code would be **A07**. When commuted rations are stopped, the event code remains **MPO** while the reason for change code would be **S21**.

SOURCE DATA SYSTEM GENERATED REPORTS

The SDS has the capability of generating many reports, which are classified as standard and ad hoc reports. Standard reports include the following reports:

- Activity locator reports
- Student locator reports
- Navywide advancement eligibility reports
- E-2 and E-3 eligibility reports
- Good conduct award eligibility reports
- Performance evaluation due listings
- Expiration of active obligated service (EAOS) and Fleet Reserve (FLTRES) reports
- Projected rotation date (PRD) reports

- Meal pass reports
- Separate rations (COMRATS) reports
- Advancement worksheet reports
- Leave schedule reports
- Prospective loss reports for transient personnel

Ad hoc reports are reports that are required in special cases or as required by an individual or command. Ad hoc reports might include the following:

- A listing of all personnel with social security number (SSN) ending in let's say the number 9 for urinalysis random testing
- A listing of personnel with the last name Jones, or a listing of the oldest person to the youngest person, and so on

The SM at the PERSUPDET is responsible for issuing ad hoc and standard reports to the different sections, individual, or commands that require them. For example, the educational services office (ESO) receives the reports dealing with advancements; the transfers and separation section receives reports dealing with PRDs and EAOSs; and if, for example, the commanding officer (CO) of a squadron requires the squadron's leave tickler, that report is generated. These reports allow the different sections within the PERSUPDET and/or other commands to manage their work.

As the PN3 or PN3, you will be required to review the reports that are generated for your section. You will use these reports for various reasons. For example, you will review these reports to prepare the good conduct certificates on time, or you will review these reports to verify members' EAOSs and PRDs to plan for members' separation, reenlistment (if eligible), or transfer.

Remember, some of these reports are generated long in advance of the actual due dates. This is done so that various individuals may notify personnel about their EAOS and inquire as to members' intentions, find out why members have not received orders, and so on. Many of these reports help you plan your work by reminding you of future events.

BUPERS ACCESS

BUPERS ACCESS is a personal computer system that uses the most advanced features of bulletin board technology. It provides fleet Sailors with easy access

to their detailers, up-to-date Navy policies, retention news, and more. This technology allows members to use their command or personal home computer to communicate with BUPERS ACCESS through a modem and one of 64 dedicated phone lines.

In addition to a fleet Sailor's ability to communicate with his/her detailer, he/she can also obtain information concerning orders, including date orders were cut, transaction date (TC) number, message date-time group (DTG), and any modifications. Command career counselors may also use this system to obtain major enlisted advancement and board results and officer promotions lists.

Because of the capability of this system, the Enlisted Naval SWAP Program is now totally automated. The system allows electronic submitting and viewing of SWAPS. Also, duty preference submission may now be made electronically through the use of this system.

Contact your career counselor for further information concerning BUPERS ACCESS. The career counselor should have additional information concerning the equipment required, contacting the system, BUPERS ACCESS telephone numbers, and other capabilities of the system.

DOCUMENT HANDLING BETWEEN PERSONNEL AND DISBURSING OFFICES

Most SDS-generated documents that are taken from the personnel office to the disbursing office must have supporting documentation. Supporting documentation can be in the form of a Special Request/Authorization (NAVPERS 1336/3), memorandum, letter, or any other Navy-approved form that supports the request for a specific entitlement.

As a PN3 or PN2, you will handle many requests submitted by individuals for different entitlements. You must remember to check the requests to make sure that the members are eligible to receive the entitlement or entitlements. Provided the members are eligible to receive such entitlements, you must type the appropriate SDS event documents.

After you type the document or documents, you must make sure that you double-check your work for errors before you give the SDS documents to your supervisor for his or her signature. After your supervisor has verified and signed the document(s), you

should hand-carry the document(s) to the disbursing office.

NOTE: Your office might have a policy for delivering documents to the disbursing office on a periodic basis, meaning twice a day or three times a day.

Remember also that you must place a copy of the document or documents in the member's service record. The purpose of placing a copy of the SDS document in a member's record is to show the member that the request was taken care of, and of course, for future reference.

If, after the documents have been delivered to the disbursing office, errors are discovered by the DKs, they will return them to your office for corrective action. Make sure you correct them, take out the incorrect copies from the members' service record, and deliver new documents to the disbursing office after you and your supervisor have reverified the documents for accuracy and a signature is obtained. Remember to file a copy of the new document in the member's service record.

If the documents delivered to the disbursing office are determined to be accurate, they will be released and the disbursing office personnel will forward copies to your office for your administrative files. The copies that are received from the disbursing office are assigned an ECN. You should file copies of the documents containing the ECN in the member's record and in any other administrative files you are required to maintain.

Of course entitlement documents are not the only documents that you will be required to type as a PN3 or PN2. In addition to these entitlement documents, you

will be required to type such documents as NAVPERS 1070/601s, NAVPERS 1070/602s, NAVPERS 1070/606s, NAVPERS 1070/607s, NAVPERS 1070/621s, and NAVPERS 1070/622s. You will be required to type whatever documents are necessary while performing your duties as a Personnelman.

Whether you are aboard a ship or a PERSUPPDET, handling pay documents or any other documents that affect a member's career must be completed carefully and with concern. Members rely on you to take care of their needs. Take care of them. Members do not like to be overpaid or underpaid, especially if it is due to your negligence.

SUMMARY

This chapter contains a discussion on electronic data processing. The different classifications of computers were identified—special-purpose computers, general-purpose computers, analog computers, and digital computers. Also, the chapter contains a discussion about word processing to include the use of spell checking programs, mailing list programs, data base programs, and communications programs. Also SDS was discussed to include its many capabilities and how this system has helped improve performance in the PASS and GSS offices and on ships through the use of UMIDS. In this chapter, you also learned about a new computer system innovation called *BUPERS ACCESS*, which allows fleet Sailors easy access to the Bureau of Naval Personnel. In addition, the handling of documents between the personnel office and disbursing office by PNs and DKs was discussed.

